



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**UNCLASSIFIED**

**MEDICAL EXAMINER OPERATIONS ADMINISTRATOR**

**Class No. 000357**

**■ CLASSIFICATION PURPOSE**

Under direction to plan, organize and direct the operations of the Medical Examiner's Office which provides death investigative services, forensic pathology, toxicology and histology services; to direct the preparation of the budget and administrative services; to perform community and public relations and non-medical services; and to perform related work.

**■ DISTINGUISHING CHARACTERISTICS**

Medical Examiner Operations Administrator is a one-position unclassified management class allocated only to the Medical Examiner's Office. The incumbent reports to the Chief Medical Examiner and is responsible for coordinating all aspects of the department's operations, community and public relations; and directing the administrative activities related to the department's records management and storage.

**■ FUNCTIONS**

**The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Directs departmental administrative functions, services, and work units.
2. Establishes internal policies and procedures to ensure that legal statutes and County policy are followed in investigations of deaths.
3. Represents the department to community organizations and other County departments.
4. Ensures the preservation of physical evidence in accordance with professional standards and Federal, State and local codes.
5. Ensures that human resources policies and practices conform to Federal and State laws, Civil Service Commission Rules, County Ordinance and Memorandum of Understanding.
6. Identifies operational problems and initiates resolutions.
7. Oversees all administrative activities in the Medical Examiner's Office.
8. Oversees and coordinates the clerical staff maintaining departmental case files, autopsy, laboratory and investigation reports.
9. Reviews and authorizes expenditures.
10. Directs the preparation of the annual budget
11. Represents the Chief Medical Examiner and serves on various task forces, commissions and boards.
12. Manages subordinate staff in the Administrative Division.
13. Compiles, analyzes and summarizes information and statistical data.
14. Prepares complex reports.
15. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Operations evaluation and policy development methods.
- Management and training principles and techniques.
- Principles of public administration including general administration, human resource management, fiscal management, and accounting.
- The General Management System in principle and in practice.
- Laws, rules and regulations of the California State Board of Funeral Directors and Embalmers and the California Health and Safety Code pertaining to coroner/medical examiner operations.
- Records management and maintenance requirements and techniques relative to a coroner/medical examiner operation.
- Methods of planning and implementing an effective public information and relations program.
- Statutes, ordinance, policies and regulations concerning medical examiner activities in death investigations.
- Rules of evidence collection and preservation techniques.
- Medical terminology and standard abbreviations.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Represent the Medical Examiner before boards, commissions, public and private agencies and community groups and members.
- Analyze and resolve complex technical problems or policies, which cross division or disciplinary lines.
- Monitor and authorize financial transactions and expenditures.
- Prepare correspondence, reports, narrative, budget documents and public presentations and media statements for executive management, public officials, law enforcement and the general public.
- Establish and maintain effective working relationships with subordinates, co-workers, and representatives of other County departments, elected officials, governmental agencies and the public.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education are:

A bachelor's degree from an accredited college or university in public administration, criminal justice, business administration, or a related field, AND five (5) years in a public agency with policy level administrative experience. Master's level education is highly desirable.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

### Certification/Registration

None required.

### Working Conditions

Office environment; exposure to computer screens.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: July 23, 2004**

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Medical Examiner Operations Administrator (Class No. 000357)

Union Code: UM

Variable Entry: Y